

Organization

Focal Point

Defense Security Assistance  
Agency

Comptroller  
Defense Security Assistance  
Agency  
**ATTN: COMPT-FMD**  
Washington, DC 20330-2800  
(AV 227-2293)

General Services Administration  
and Non-Defense Agencies

Director, Office of Finance  
General Services Administration  
**ATTN: BCTP**  
Washington, DC 20405-0001  
(FTS 566-0620)

Marine Corps

Commandant of the Marine Corps  
**ATTN: LLS-4**  
Washington, DC 20380-0001  
(AV 224-5740)

National Security Agency

Comptroller  
National Security Agency  
**ATTN: N44**  
Ft. Meade, MD 20755-6000  
(AV 235-0111, ext. 6260)

Navy

Commander  
Navy Accounting and Finance  
Center  
**ATTN: NAFC-521**  
Washington, DC 20376-5001

DoD Components other than  
those shown above contact the  
**DoD MILSBILLS** Administrator

Chief, Defense Logistics  
Standard Systems Office  
**ATTN: DLSSO-CB**  
Cameron Station  
Alexandria, VA 22304-6100  
(AV 284-7956)

**G.** PUBLICATION OF THE MANUAL

**1.** Organization and Numbering

a. **In** addition to the front matter (Foreword, Table of Contents, Acronyms, and Abbreviations, etc.), the manual is organized into chapters and appendices.

b. Each chapter is divided into sections and, where **neces-**  
sary, into paragraphs and subparagraphs. Sections are indicated by  
capital letters, paragraphs by numbers. Subdivisions of paragraphs

are indicated by lower case letters, by numbers in parentheses, by lower case letters in parentheses, by underscored numbers, and by underscored lower case letters, in that order; for example:

## Chapter 1

### A. Section

#### 3. Paragraph

##### a. Subparagraph

##### (1) Subparagraph

##### (a) Subparagraph

##### 1 Subparagraph

##### a Subparagraph

c. Appendices are identified by alphabetic and numerics to indicate an alphabetic group, e.g., **A1, A2, B1, B2.**

d. Pages are numbered in a separate series for each chapter and appendix. Pages of a chapter are numbered in sequence with **arabic** numerals beginning with 1. **Each** page number of a chapter is preceded by the number of the chapter. The page numbering system of the appendices indicates the number of the appendix, i.e., 131-, B2-, etc., followed by the page number of the appendix.

**2. Distribution of the Manual.** The Defense Logistics Agency will distribute this manual and formal changes to those designated points within each DoD Component and participating organization as requested by the organization or Component in their open rider requisition. Further distribution is accomplished within each organization based upon approved distribution data generated through their internal publication channels.

### **3. Formal and Interim Changes**

a. Formal changes to this manual will be published as needed. Formal changes will be numbered consecutively and issued as page replacements. The change number will be indicated on each page and new or revised wording will be indicated by marginal lines.

b. Interim changes will be issued to publish emergency or other changes when there is insufficient time to publish a formal change. All interim changes will be incorporated in a formal change without undue delay. Interim changes will be numbered consecutively and will indicate the **formal** change in which it will be incorporated. For example, the second interim change to be incorporated in change 3

will be numbered "**IC** 3-2." The **MILSBILLS** administrator will distribute copies of interim changes as indicated in lists provided by the **MILSBILLS** Focal Points.

#### H. PROPOSED CHANGES

1. Activities proposing revisions to **this** manual or its **supplement** (reference (b)) will forward- the proposal to their focal point.

2. If concurred with, the focal point will forward the proposed change to the **MILSBILLS** administrator:

Chief, Defense Logistics Standard Systems Office  
ATTN: **DLSSO-CB**  
Cameron Station  
Alexandria, VA 22304-6100

3. The following information must accompany proposed changes to this manual when they are forwarded to the **MILSBILLS** administrator:

a. Concept. A narrative description of the idea underlying the proposed change. What is the basic idea or problem?

b. Rationale. An explanation of the need for the change. Why is it a problem?

c. Interface. Known or potential impact on other DLSS or **non-DLSS DoD** logistics or financial system(s). Who should be involved with or know-of this proposal?

d. Expected Benefits. Operational statement identifying known or potential advantages resulting from the proposed revision. Disadvantages, when known, should also be addressed.

e. Proposed Change. Proposed wording changes for this manual and other DoD publications upon which this change is contingent or are affected by the change.

4. The **MILSBILLS** administrator will promptly evaluate and, when appropriate, staff proposed changes to this manual with **the MILSBILLS** Focal Points. A consecutively numbered proposed **MILSBILLS** change letter (**PMCL**) will be prepared to staff proposals. A minimum of 60 days will be allowed for staffing.

5. Prior to submitting proposed changes to the supplement (reference (b)), focal points will ensure that:

a. Treasury account symbols are valid or provide conversion instructions for reporting on the Statement of Interfund **Transactions**.

b. Suffix/limit codes cited on department "97" appropriations **are valid** as determined by OSD (reference (d)).

c. DODAACS cited are listed in the DODAAD (reference (e)).

6. Changes to the supplement (reference (b)) will normally be approved and published without coordination. When a standard procedure or policy is involved, a proposed change to the appropriate provisions of this manual must accompany the change to the supplement. Changes to fund codes which denote billing under **noninterfund** procedures must be staffed.

#### I. APPROVED CHANGES

1. Coordination. After a proposed change to this manual is approved, the **MILSBILLS** administrator will, in coordination with the **MILSBILLS** Focal Points, establish an effective date for the change. Coordination will be effected through agreements reached during **DoD MILSBILLS** Focal Point committee deliberations or, in most cases, through letters to the **MILSBILLS** Focal Points.

2. Preferred Implementation Date. Request for implementation date (**RFID**) letters will allow the **MILSBILLS** Focal Points a minimum of 60 days for staffing. Changes will normally be effective on April 1 or October 1. Preferred dates more than one year in the future will also indicate whether or not any portion of the approved change can be implemented with one year's notice.

#### 3. Effective Date

a. Following receipt and evaluation of DoD Component and participating Agencies preferred implementation dates, the **MILSBILLS** administrator will select an effective date for changes to this manual. The approved change and its effective date will be formally announced by the **MILSBILLS** administrator through release of an **AMCL**.

b. Except for fund codes denoting billing under **noninterfund** procedures, changes to the supplement (reference (b)) will be effective as of the date (first of a month) indicated by the focal point. However, when the change is received by the **MILSBILLS** administrator less than 60 calendar days before the desired effective date, the change will be published effective the next scheduled period or as soon as possible.

4. Approved **MILSBILLS** Change Letters (**AMCLs**). **AMCLs** will be consecutively numbered and are provided to formally notify system participants of approved changes. **AMCLs** may also be used as planning documents to assist participants in any program or system design efforts which may be necessary to implement the changes. The **MILSBILLS** administrator will distribute copies of **AMCLs** as required by lists provided by **MILSBILLS** Focal Points.